

JT Recruit Ltd – Timesheet

JT Recruit Copy

Name		Job	
Customer		Address	

Date	Day	Start Time	Finish Time	Total Hours	Breaks	Net Hours
	Mon					
	Tues					
	Wed					
	Thur					
	Fri					
	Sat					
	Sun					
Totals						

CLIENT DECLARATION

I certify the above total number of shift hours have been undertaken and that payment will be made in respect of total daily shift time according to the Terms of Business, which I have received and have accepted as the basis of this transaction.

Approved By _____

Position _____

Signature _____

Date _____

JT Recruit Limited, 34 Charnwood Street, Derby DE1 2GU. Tel: 01332 743438 Fax: 01332 743243
 Registered in England, Reg. No. 04475627 Registered Office: Provident House, 51 Wardwick, Derby DE1 1HN VAT Reg. No. 796 4865 56

Travel & Subsistence Expenses

I declare that I have incurred travel and subsistence expenses on the days I have worked and kept any appropriate receipts

Signature _____

Mode of Travel - Please Tick

Car		Motor Bike		Public Transport		Cycle		Walk	
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